

## Things to Remember for your visit to the Balloon Museum



- 1. Chaperones.** You will need at least 1 adult chaperone for every 7 students, per APS guidelines, the museum requires 1:10. Chaperones are very important to the museum experience as their supervision allows the tour guides and teachers to focus on the museum exhibits and activities. Please advise chaperones that they are to remain engaged and participate with their assigned group.
- 2. Museum Guidelines.** The Balloon Museum is a very special place to visit and we want to make your school group and all visitors' experiences a great one, today and for years to come. This means we have some basic guidelines for students follow. Please discuss them with your group to ensure they have fun and stay safe.
  - Be considerate of all visitors and stay in your group.
  - Walking and talking are appropriate, while running and shouting are not.
  - Please no food and drink in exhibit areas, this includes gum.
  - Protect our fragile exhibits. Please do not sit on exhibit rails, or lean on exhibit cases.
  - Leave backpacks and electronic devices at your school, so you can explore the museum fully.
  - Ask questions and have fun!
- 3. Nametags.** Nametags with first name help us personalize your tour, please provide them if you are able.
- 4. Lunch.** If you are staying for lunch please gather all the lunches and place in boxes or coolers. Have your chaperones bring the boxes in when you arrive, this allows us more time to spend on your tour. If you are unable to collect them before you arrive, let us know and we will provide a bin when you arrive. Indoor space is not always available for lunch but we have lovely grounds for students to eat and play.
- 5. Independent Exploration.** If your chaperone and their students would like to explore the museum on their own you are welcome to do so during your lunch break. If you would like more time to do so please let us know and we will adjust the agenda to accommodate this time.
- 6. Flexibility.** Our museum staff and educators try to provide the best experience possible for your group. The itinerary or agenda may change based on observations with your class or discussion with you. Please let us know what your groups is interested in or would like to do. We want your group to have the best experience possible.
- 7. Late Arrival.** If you are running late on the morning of your field trip contact **768-6045** to inform the museum. If we know you are running late we can better make adjustments to provide a good visit. However, if a school group arrives more than 30 minutes late for a scheduled tour and/or learning activity we cannot guarantee that their scheduled program will still be available when they arrive. However, the group is still welcome to explore independently or utilize our scavenger hunt to enjoy the museum.
- 8. Cancellation.** If you need to cancel your visit the morning of your field trip contact **768-6045** to inform the museum.